

Home Visitor

DEPARTMENT: Head Start/Early Head Start
REPORTS TO: Home Visitor Coordinator
STATUS: Full-time, Non-Exempt (Works <12 months per year) Employment over the summer is not guaranteed. Working over the summer may be required.

POSITION STATEMENT

The employee recruits, enrolls, plans and implements an enriched program for pregnant mothers and parents and children in their homes according to the standards and regulations of Head Start and Early Head Start and other governing organizations/agencies. The employee makes weekly educational visits in enrollees' homes and provides transportation, when needed, to enrollees' health screenings, parent meetings, and socialization experiences in the service area. The service area includes Henderson, Transylvania, and Polk Counties.

ESSENTIAL FUNCTIONS

- Recruits and enrolls eligible home based applicants and maintains a waiting list of potential enrollees. Maintains full enrollment of caseload and fills vacancies within 30 calendar days.
- Provides Enrollment & Recruitment Specialist documentation of income verification in order to determine eligibility for enrollment.
- Manages the visit in order that interaction moves primarily from the home visitor to parent and then from parent to child, i.e., uses a parent-focused approach rather than a passive parent approach.
- Sees that a variety of activities occur during educational home visits that foster cognitive, gross motor, and fine motor development.
- Integrates all components into the home visit; health/mental health, safety, nutrition, and dental education.
- Uses curricular and materials that is reflective of the families' language and culture.
- Documents home visits on lesson plans; creates and maintains an education folder for each enrollee in caseload.
- Assures that each enrollee in caseload participates in health/developmental screenings and treatment as indicated by providers.
- Assures that each enrollee in caseload has a dental exam and treatment as indicated by the dental provider.
- Assures that each enrollee in caseload has received or is in the process of receiving required immunizations.
- Assesses the strengths and needs of each family served and works with family in creating goals that can be obtained over the course of the program year.

- Makes referrals and/or provides direct services designed to meet family needs and goals; keeps records of same.
- Provides transportation, if needed, to health appointments and socialization experiences.
- Participates in in-service and career development training.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Head Start and Early Head Start Home Visitors must have knowledge and experience in early childhood development and education, adult learning principles and family dynamics. They must be skilled in communicating with and motivating people. In addition, they must have knowledge of community resources and the skills to link families with appropriate agencies and services.

- Head Start and Early Head Start Home Visitors must be bi-lingual.
- Because of the nature of the job Home Visitors need to be self directed and possess good organizational and time management skills.
- Ability to visually supervise children
- Ability to hear a child's communications, including crying and pre-language communications.
- Ability to effectively communicate verbally with children.
- Ability to lift children weighing up to approximately 40 lbs.
- Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, standing.
- Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations and, then responding quickly.

QUALIFICATION/REQUIREMENTS

Associate, Baccalaureate, or advanced degree in early childhood education, human development/social work, or CDA/Credential I and II in early childhood, including education and experience in social services and adult education.

COMMENTS

- Employment is conditional pending immediate and continued enrollment in Child Care Division-Criminal History Registry.
- Must possess a valid NC Driver's license with good driving record, and proof insurance. Must have access to transportation for home visits.
- Physician's statement of good health within 60 days of employment or earlier if required by supervisory personnel. Provide personal statement of good health

annually or upon request by HS Director, Health Advisory Committee or NC Child Care Licensing.

- Have negative results of TB test before beginning work.

PHYSICAL DEMANDS

Walking Sitting Climbing Lifting (40lbs.)
 Stooping Standing Kneeling Crouching

COMPENSATION

- Grade 29, 31, 33 Determined by experience (See attached for Levels)

Written By: Betty DePina
Approved by: Darla Lindeman
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Revised: July 2011

Home Visitor Qualifications and Teaching Levels

According to the Head Start Performance Standards, “Home Visitors” must have knowledge and experience in child development and early childhood education; the principles of child health, safety and nutrition; adult learning principles; and family dynamics. They must be skilled in communicating with and motivating people. In addition, they must have knowledge of community resources and skills to link families with appropriate agencies and services.”

The following descriptions of qualifications for levels, I, II, and III are guides for determining placement of Home Visitors in the home based program. Home Visitors who exhibit quality work performance over time, however, will not be denied promotion to a higher level if they do not meet all the qualifications.

Factors to consider when judging work performance include but not limited to:

- Aggressiveness in recruitment of enrollees and how soon enrollment is obtained
- Adherence to the time-frames for obtaining health and dental screenings, home visit attendance
- Documentation completed in a timely manner
- Ability to learn quickly the responsibilities of the job and ability to meet deadlines set by the supervisor
- A positive attitude that displays helpfulness and willingness to assist in other functions of Head Start is also related to work performance

Employees may be started in their jobs at a lower Home Visitor level or at two grades below their job titles until their work performance can be determined.

Home Visitor I

Applicant has a minimum of one year’s experience teaching preschool age children in a child development setting or working with adults in the capacity of an educator or social worker; or has a current Home Based CDA. Bilingual applicants without prior experience may be placed initially at this grade due to the constant need for Spanish speaking teachers if they agree to enroll in Early Childhood Education coursework as soon after employment as possible.

Grade 29 (\$10.49 - \$14.10)

Home Visitor II

- A) Applicant has at least one year’s college coursework in Early Childhood Education and two year’s experience working with teaching preschool age children in a child development setting or working with adults in the capacity of an educator or social worker. **OR**

- B) Applicant has a current Home Based CDA **AND** one year's experience teaching preschool age children in a child development setting or working with adults in the capacity of an educator or social worker **OR**
- C) Applicant has a minimum of three year's teaching experience in those fields shown in B).

Grade 31 (\$11.55 - \$15.52)

Home Visitor III

- A) Applicant has AA college degree in Early Childhood Education **AND** two year's experience either teaching preschool children in a child development setting, working as an adult trainer in an educational setting, or working as a social worker in a human resources area. **OR**
- B) Applicant has a four year college or university degree in Early Childhood Education, Child Development, Birth – Kindergarten Education, Social Work, Adult Education or related field, **AND** at least 6 months experience in his/her field of education. **OR**
- C) Applicant has a four year college or university degree unrelated in those fields of education shown in B) **AND** three years experience described in A).

Grade 33 (\$12.73 - \$17.11)